

## SBC Quick Info Sheet 2019-20

### Background

**Student Budget Committee (SBC) has been an institutional committee of Swarthmore's student government since 1946 when it began to allocate funds for student groups. At the end of spring semester each year, SBC runs Spring Budgeting, in which all chartered student organizations may propose a budget for the following year. SBC holds weekly meetings open to the public to hear student groups' proposals for additional funding. In addition, office hours are held each week.**

### General Info/Tips

- Take the treasurer course offered by the OSE, it is a requirement for all club treasurers
- To receive funding from the SBC you must be a chartered student group
  - Student Groups can [get chartered](#) through [SGO](#)
- SBC allots funding for purchases that are relevant and vital to the group's purpose
- Chartered groups can access their funds in the following ways:
  - [Schedule](#) a time to use the OSE Credit Card
  - Fill out a [reimbursement form](#) and send it to [sbc@swarthmore.edu](mailto:sbc@swarthmore.edu) or bring it to SBC Office Hours
  - If contract/invoice or equipment payment fill out the [appropriate paperwork](#) and bring it to the OSE
- The SBC hosts funding meeting every Sunday 5pm-7pm, if you want to request additional funding send a [Supplemental Request Form](#) to [rmensah1@swarthmore.edu](mailto:rmensah1@swarthmore.edu) or [sbc@swarthmore.edu](mailto:sbc@swarthmore.edu) by the preceding Friday.
- Club sports must proceed with purchases/reimbursements through Max Miller, Assistant Athletics Director for Recreation and Wellness
- Keep track of your groups spending!
- All advertisable events that are funded by the SBC should have an indication of being funded by the SBC.

### Funding Guidelines

- The SBC does not fund Venmo payments in any form
- The SBC does not fund rideshare unless they are proven to be the cheapest form of transportation
- The SBC does not fund gift cards, gifts, or prizes for raffles.
- The SBC typically does not fund Airbnb purchases (case by case analysis)
- The SBC does not fund student wages above the college's standard wage rate, contact the OSE to organize hiring students through JobX
- The SBC does not fund retroactively
- Funding for Conferences will only be considered if all other means of funding have been explored first
  - [Dean's Office](#) and Academic Department (if applicable)
- Funds must be spent for the purpose in which it was allocated in accordance with the current SBC subcode definitions
- Students WILL NOT be reimbursed unless an itemized receipt is provided.
- Funds cannot be spent on the purchase of alcohol, tobacco or any similarly controlled substance.
- Students can not be reimbursed for using OneCard points.